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RFP 21-02
e-Signature and Document Software Solutions
Addendum 2

May 27, 2021

The following corrections, questions, and clarifications are provided concerning WSIPC RFP 21-01 Computer Software, Licenses and Services. Paraphrasing of the relevant questions posed to the WSIPC RFP Bid Contracts Administrator have been included as appropriate.

QUESTIONS AND CLARIFICATIONS:

Q1 – We have missed the May 21st date for submitting the Intent to Participate Form. Will WSIPC still accept Proposals if the form is submitted late?

A1 – Yes, **Section 2.4 INTENT TO PARTICIPATE** in the RFP Solicitation document does not imply disqualification, rather a request for guidelines. (please note below)

2.4 INTENT TO PARTICIPATE

All Vendors who intend to submit a proposal are asked to complete the **Intent to Participate Form (Appendix A)**. This form should be emailed to rfpadministration@wsipc.org and received by end of day on **05/21/2021**. A copy of this form should also be submitted with your completed RFP proposal.

Q2 – In **Section General, Appendix E: Vendor Cost Proposal:**

How many users (WSIPC employees) need to send out envelopes for signing?

What is your estimate of the total number of envelopes that you send out every year?

For that annual total of envelopes, what percentage are signed by internal users (WSIPC employees) and what percentage are signed by external users (outside of WSIPC)?

A2 – WSIPC is not seeking e-signature and Document Approval Software Solutions for internal organizational use. **Section 1.1 General Invitation to Submit Bid Proposal** states WSIPC is seeking proposals that would address the software and technology needs of educational and public agencies outlined in the proposal.

1.1 GENERAL INVITATION TO SUBMIT BID PROPOSAL

Washington Schools Information Processing Cooperative (WSIPC) is requesting proposals from qualified Vendors for solutions that address the software and technology needs of educational and public agencies outlined in this proposal. This includes educational and public entities within the USA. Vendors who believe their solution meets the enclosed requirements, specifications and timelines are invited to submit a proposal as specified